

REQUIREMENTS FOR SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

INDIVIDUALS WHO HOLD THE TITLE OF SUPERINTENDENT, ASSISTANT SUPERINTENDENT OR ASSOCIATE SUPERINTENDENT AND WHO PERFORM DUTIES DIRECTLY RELEVANT TO CURRICULUM, INSTRUCTION, CERTIFIED EMPLOYEE EVALUATIONS, AND INSTRUCTIONAL SUPERVISION MAY OBTAIN A SUPERINTENDENT CERTIFICATE.

➤ SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE

The certificate is valid for 6 years and may be renewed.

Requirements for the Superintendent Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate fee (See Application for Certification)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A Master's or more advanced degree including at least 60 graduate semester hours from an accredited institution. Official transcript(s) required.
5. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
6. Three (3) years of verified full-time teaching experience or related education services experience in Prekindergarten – 12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
7. A practicum as a superintendent or two years of verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
8. One of the following:
 - A. A passing score on the **superintendent administrator** portion of the Arizona Educator Exam ([NES](#) or [AEPA](#)).
 - B. A passing score on a comparable Subject Knowledge Superintendent examination from another state or agency.
 - All score reports must have the word “Passed” on it.
 - Test scores older than 10 years **WILL NOT** be accepted.
 - Submit the original score report at time of application.
9. Structured English Immersion (SEI) Endorsement *

The SEI endorsement requires **ONE** of the following (option A, B, or C):

 - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.

-OR-

 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.

-OR-

 - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **not** meet the SEI endorsement requirement.

*** Note:** The requirements for a SEI endorsement may be waived for a period not to exceed three years for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.

Requirements # 9 and # 10 are required within one year or three years.**

10. Arizona Constitution (a college course or the appropriate examination).

11. U.S. Constitution (a college course or the appropriate examination).

****NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*

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➤ **RENEWAL OF SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate may be renewed 6 months before it expires. All requirements for the renewal of the certificate must be met.

1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Superintendent certificate.
2. A valid Structured English Immersion, full English as a Second Language, or full Bilingual endorsement.
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.